

Office of Career and Technical Education Program Assessment Checklist

School _____ Program _____ Teacher _____

Date of Visit _____ New Principal _____ New Program _____ New Teacher _____

Enrollment _____ FTE _____ Comments _____

Frankfort Staff Myra Wilson Wayne King Larry Helphinstine KCTCS Staff _____

University Educator _____ Industry Representative _____

Other _____ Other _____

Rating & Scale	(✓) if Documented	Program Assessment Standards {Detailed Crosswalk with KDE Standards and Indicators for School Improvement (SISI) is available.}	KDE SISI	Comments
1 – None 2 – A 3 – A,B 4 – All N/A		1. Curriculum A. Course Sequences B. Daily Lesson Plans (Schedule) C. Syllabus for each <u>course</u>	1.1a 1.1b	
1 – None 2 – A,B 3 – A,B,C 4 – All		2. Certificates A. Course Sequences B. Master Schedule C. Special Populations D. Certificates Given	1.1e 3.1a-c 4.1f,k 5.1b-c 8.1a-d,f	
1 – None 2 – A and one of B 3 – A and two of B 4 – A and all of B		3. Lesson Plans A. Daily/Weekly Plans (Schedule) B. Detailed: Safety Technical Employability Problem Solving	1.1a 3.1a 3.1b 3.1c 3.1g 3.1h	
1 – None 2 – A 3 – A,B 4 – All		4. Evaluation A. Annual Program B. Advisory Committee C. Student Evaluations	2.1a 2.1b 2.1c 2.1e,f	
1 – None 2 – A,B,C 3 – A,B,C, and D or E 4 – All		5. CATS A. Portfolio – 2 sample pieces B. Open Response – 2 samples C. Skill Standards (roster and report) D. Core content in lesson plans E. Integration	1.1g 2.1d 2.1g 2.1h 4.1e 6.1f	

White – Principal Pink – Area Supervisor Yellow – Teacher Blue – OCTE Green – University Educator

Rating & Scale	(✓) if Documented	Program Assessment Standards {Detailed Crosswalk with SISI is available.}	KDE SISI	Comments
1 – None 2 – 2 3 – 4 4 – 8 of A-L		6. Public Relations	5.1a 5.1d	
		A. Outside Work Projects		
		B. Newspaper Articles		
		C. H.S./Dist. Publications		
		D. H.S. Course Desc		
		E. Community Orgs		
		F. School Tours		
		G. Open House		
		H. Guest Speakers		
		I. Field Trips		
		J. Bus/Ind/Ed Publications		
		K. TV/Radio Spots		
		L. Other		
1 – None 2 – A 3 – All from 1 PS 4 – All from 2 PS		7. Postsecondary Links	1.1c 1.1d	
		A. Course Sequences w/PS		
		B. Agreements		
		C. Reviewed Annually		
1 – None 2 – A,B; 3 – A,B,C 4 – All		8. IGP	5.1e	
		A. Student Progress		
		B. PS Options Published		
		C. Sequences Shared		
		D. 2) 1. Tours		
		or) 2. Open House		
		more) 3. Orientations		
		4. Exploratory Act.		
		5. Media		
		6. Collaboration		
		7. Other		
1 – None 2 – A or B 3 – A,B 4 – All		9. Follow-up	5.1a 5.1e	
		A. Education/Military		
		B. Employed		
		C. =>50% of A and B		
1 – None 2 – A,B 3 – A,B,C 4 – All		10. Facility Safety	4.1a	
		A. Annual Inspection		
		B. Recomms Impltd		
		C. Accident Reports		
		D. <31 Students or Stations		

Rating & Scale	(✓) if Documented	Program Assessment Standards <small>{Detailed Crosswalk with SISI is available.}</small>	KDE SISI	Comments
1 – None		11. Student Safety	4.1a	(may be observed in shop/classroom) (may be observed in shop/classroom) (may be observed in shop/classroom)
2 – A,B		A. Safety Practices		
3 – A,B and 2 of C,D,or E		B. Safety Tests – 2 completed by students		
4 – All		C. Monthly Inspections		
		D. Written Policies		
		E. Visual Warnings		
1 – None		12. Student Organizations	4.1b	
2 – A,B		A. Technical Competition	4.1c	
3 – A,B, and 3 of C,D,E,F, or G		B. Leadership Development	4.1h	
4 – All		C. Minutes		
		D. Program of Work		
		E. Financial Records		
		F. State/Nat'l Membership		
		G. Community Involvement		
1 – None		13. Student Achievement	4.1b	
2 – One of A-E		A. Displayed/Recognized	4.1h	
3 – Two of A-E		B. Assemblies/Awards	4.1j	
4 – Three of A-E		C. B&I Recognize		
		D. District Recognizes		
		E. Other		
1 – None		14. Families/Community	4.1c	
2 – One of A and B		A. Community Resources	4.1g,i	
3 – One of A; 2 of B		B. Parental Involvement	5.1a	
4 – Four of A,B,C		C. Other	5.1d	
1 – None		15. Advisory Committee	1.1f	
2 – A		A. 1 Meet, 2 B & I		
3 – B		B. 2 Meet, 2 B & I		
4 – B and C		C. List of 5 Members/Titles		
1 – None		16. Industry Accreditation	3.1d	
2 – Progress		A. Teacher		
3 – A or B		B. Program		
4 – A,B				
N/A				

Rating & Scale	(✓) if Documented	Program Assessment Standards {Detailed Crosswalk with SISI is available.}	KDE SISI	Comments
1 – None 2 – A,B,C 3 – A,B,C, & D or E 4 – All		17. Work-Based Learning	4.1b	
		A. Proper Placement	4.1c	
		B. Agreement	4.1h	
		C. Tasks Performed		
		D. Evaluation		
		E. Visitation		
1 – None 2 – A 3 – A,B 4 – All		18. Professional Growth	3.1d; 7.1c	
		A. Teaching Certificate/SOE	4.1f;	
		B. Certificates of Activities	6.1a-c,e-f	
		C. PGP	6.2b-d	
1 – None 2 – A 3 – A,B 4 – All		19. Program Improvement	4.1d; 9.2a	
		A. 1-Year Plan	6.1d; 9.5a-c	
		B. School Plan	6.2a; 96.d	
		C. 3- Year Plan	7.1a-b,g	
1 – None 2 – A,B 3 – A,B,C 4 – All		20. Resources	3.1f	
		A. Equipment Inventory	8.1a	
		B. Needs to Administration	8.2a	
		C. Resource Expenditures		
		D. Budgets by Plan and Curr		
1 – None 2 – Two areas 3 – Three areas 4 – Four areas		21. Technology	3.1e	
		A. Distance Learning		
		B. Computer Peripherals		
		C. Program-based Software		
		D. Advanced Equipment		
		E. Word Processing		
		F. Power Point		
		G. Web Page Design		
		H. Spreadsheets		
		I. Other		

8/11/04

Comments: _____



Education Cabinet

Equal Education and Employment Opportunities M/F/D



White – Principal

Pink – Area Supervisor

Yellow – Teacher

Blue – OCTE

Green – University Educator